CITY OF HOUSTON
Job Posting

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
2	*Job Classification*	**Systems Accountant I**
3	*Posting Number*	**PN# 107048**
4	*Department*	**Houston Airport System**
5	*Division*	**Finance**
6	*Section*	**Systems Accounting**
7	*Reporting Location*	**3838 Sam Houston Parkway***
8	*Workdays & Hours*	**Varied, normally M-F ***

*Subject to change

9 DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs professional accounting systems analysis in the design, development and implementation of accounting system controls and applications involving financial management systems. Conducts studies and provides evaluations of existing departmental accounting operations, internal accounting controls, accounting standards and forms. Prepares work papers, schedules, statistical summaries and formal reports relating to accounting systems analysis and design. Assists in testing accounting controls incorporated in computerized and manual financial control systems. Assists in the orientation and training of departmental personnel prior to, during and after the conversion to new or revised accounting systems. Performs other duties and special projects as requested.

10 WORKING CONDITIONS

Performing these duties will involve: the ability to lift pull or push physical objects up to twenty (20) pounds; walk, stand or sit for extended periods; use computer terminals for extended periods; visually observe and differentiate details and colors; operate city vehicles; attend to detail amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Accounting, Business Administration, Management Information Systems or a related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in the area of financial systems are required.

13 MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

14 PREFERENCES

Candidate should possess the following skills: Proficient in the use of Microsoft Office, strong written and communication skills, and strong knowledge of financial accounting systems, including preference for knowledge of governmental accounting, strong financial report creation skills, and strong project management skills.. Prefer experience designing and supporting financial accounting databases utilizing SQL Server or Oracle, programming knowledge of HTML and Visual Basic and their use in placing financial reports for public access. Knowledge of FileNet E-Process and E-Content and SAP financial accounting systems desired.

15 SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

16 SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
$1,362.00 - $1,574.00 Biweekly $35,412.00 - $40,924.00 Annually

18 OPENING DATE OCTOBER 12, 2005

19 CLOSING DATE OPEN UNTIL FILLED

20 APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

http://agency.governmentjobs.com/houstonair/default.cfm

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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